

POST & BID POSITION ANNOUNCEMENT

Bargaining Units 1, 4 and 11

1. Reference #: 01-5-119 2. Position Number: 901-800-3175- 3. Date of Posting: 2/13/15
4. Classification: Transportation Engineering Technician 5. Salary Range: \$3327-\$5,007
6. Pay Differentials That Apply To Position: MAY APPLY
7. Working Hours Of Position: Monday through Friday between 0600 and 1800
8. District/Division: District 01 Advance Planning Section: _____ Geographic Location: Eureka
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) *Determination for relocation will be made by Hiring Supervisor.*

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):

B. Technical & Professional Skills & Abilities:

Employee must have comprehensive knowledge of the various functional units in the District, North Region and Headquarters; knowledge of engineering principles, practices, materials and equipment; computer and analytical skills. Establish and maintain cooperative and effective relationships with a variety of District, North Region, Headquarters and other representatives involved in project delivery.

Knowledge of highway design, traffic engineering, safety considerations, construction, planning, field studies and department policies and procedures and the laws and regulations pertaining to vehicles traveling on State. Ability to work with others, to coordinate work with other district functions, to analyze situations and assure proper solutions, to do field studies and prepare effective plans, reports and correspondence and effectively communicate verbally and in written form with other professionals inside and outside the department and the general public. Must be able to use computers and program such as Microsoft Office, Microstation. Must have knowledge of the Caltrans Project Development Procedures Manual and Caltrans Highway Design Manual and Civil 3D or similar software.

C. License and/or Certification Requirements:
Current Valid California Driver's License

D. Physical Abilities to Perform Essential Functions:

Physical: Requires manual dexterity to operate a computer for preparation of Project Scoping Reports, Project Scope and Summary Reports and other types of computer generated reports and forms. May be required to move large and/or cumbersome plans and diagrams from one location to another. Must be able to travel for sustained periods of time. When working outdoors, employees may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

Mental: Must be able to sustain mental activity to: produce reports, problem solve, analyze and reason solutions. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.

Emotional: Must be able to maintain emotional control during conflicts. Must be able to develop and maintain friendly and cooperative-working relationships with those contacted in the course of work, communicate effectively and respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation.

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. Travel is required, should possess a valid driver's license.

E. Other Departmental Requirements:

F. Duty Statement/Description of Duties: Attached

10. Final Date and Time for Receiving Bid: 3/2/15

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Kari Shoberg

Address: P.O. Box 3700, Eureka, CA 95502

Telephone Number: 707-441-3981

FAX Number:

E-mail Address: kari.shoberg@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: _____ To: _____

(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**): NO LATER THAN 2 WEEKS AFTER JOB OFFER

(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)